

5The U.S. Embassy Residence provides a good opportunity to work for high-ranking officials in an international environment.

Vacant Position	Assistant Chef (full-time)
Job Description	Under the general supervision of Executive Chef, prepares food for receptions, breakfasts, lunches and dinners (seated dinners, buffet, cocktails, teas, etc.) for the Principal Representative, his family and guests. Assist Executive Chef in planning menus, food and material purchases, etc. Maintains cleanliness of kitchen and equipment. Perform other duties as assigned by the Ambassador and/or Executive Chef.
Qualifications	<ul style="list-style-type: none"> -Must have knowledge/experience of major culinary cooking techniques and methods -A culinary or equivalent apprenticeship degree is a plus. -Good communication skills in Japanese -Basic understanding in English -Must be a team player and be able to work a flexible schedule including weekends and/or holidays.
Location	Minato-ku, Tokyo (Within 10 min. from Toranomon, Tameike-Sanno, Roppongi-1chome or Kamiya-cho subway stations)
Employment Conditions	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Fulltime, 40 hour work week.</p> <p>Compensation: Approx. ¥5 million/year including bonuses and other allowances.</p> <ul style="list-style-type: none"> -Salary will be determined depending on the selected candidate prior work experience and qualifications. -Commutation Allowance provided separately. - Salary increase is considered upon renewal of contract and successful performance. -Advance severance is provided at the end of each contract. <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>Labor Insurance: Worker's Compensation and Employment Insurance</p>
To Apply	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p>By mail: HR (Attn: Assistant Chef), U.S. Embassy, 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Closing Date: Open Until Filled</p>